

COMMERCIAL CONSTRUCTION TAB

COMMERCIAL CONSTRUCTION

	<u>page</u>
Introduction and Permit Categories	85
Steps to Obtain a Commercial Building Permit	85
Determine the Type of Permit or Review that Applies	85
No Plans Commercial Construction Permit	86
Commercial Building Permit Application and Plan Submittal	87
<u>Commercial Construction Plan Submittal Checklist</u>	
Commercial Permits	88
<u>Applicable Construction Codes</u>	88
<u>Commercial Building Permit</u>	88
<u>Tree Affidavit/Permit</u>	91
<u>Sign Permit</u>	92
Building Permit Application Plan Review	93
<u>Preliminary Plan Review Service</u>	93
<u>After Hours Plan Review Service</u>	93
<u>Plan Review by Appointment</u>	93
<u>“Walk Thru” Plan Review Service</u>	93
<u>One Stop Plan Review Service</u>	95
<u>Plans Under Review</u>	95
<u>Approved Plans</u>	96
Construction Inspections	97
<u>Building Inspections</u>	97
<u>Electrical Inspections</u>	98
<u>Mechanical Inspections</u>	98
<u>Plumbing Inspections</u>	98
<u>Public Works Inspections</u>	98
<u>Right-of-Way Permit (formerly Street Cut Permit)</u>	98
<u>San Antonio Water System (SAWS) Inspections</u>	98
<u>Landscaping (Final Inspection Only)</u>	98
<u>Fire Department Inspections</u>	99
<u>Health Department Inspections</u>	99
<u>Alcohol Sales TABC Inspections</u>	97

Fee Schedule (obtain from the One-Stop or at www.sanantonio.gov)

COMMERCIAL CONSTRUCTION

Introduction and Permit Categories

Commercial construction projects will be in one of the following categories: new construction (NS), interior finish-out (IF), remodel work (R), demolition (D), or Miscellaneous Commercial (MC). The importance of the category is to determine the scope of review.

- New Construction includes erecting a structure from the ground up or an addition to an existing structure. The initial plan review process time is 45 calendar days.
- Interior Finish-Out includes completion of a shell building or interior remodeling of an existing building and may include interior demolition. The process time is 20 calendar days.
- Remodel work consists of interior and exterior work including parking lots. The initial plan review process time is 15 calendar days.
- Demolition includes partial or total demolition of an existing structure. The initial plan review process is same day.
- Miscellaneous Commercial includes mezzanines, store front replacement, awnings, controlled access gates, marquees, etc.

Steps to Obtain a Commercial Building Permit

1. Begin with a legal description printout.
2. Ensure that proper zoning and platting are accomplished or in process before submittal of plans.
3. If land is located within or under the jurisdiction of a floodplain, Historic District, Federal Aviation Administration, Edwards Recharge Zone, Military Airport Overlay Zone, Texas Highway Department or other zoning overlay district or special zoning district, submit with application evidence of approval or compliance.
4. Prepare construction documents in compliance with all applicable codes.
5. Complete all related paper work. (drainage, tree affidavit, accessibility AB number)
6. Completeness review acceptance.
7. Submit application along with two identical sets of construction documents containing the items on the checklist, one additional landscape plan and pay appropriate fees.

Check the status of your plan review for plan examiner actions, revise plans if necessary. You will be notified when plans are approved. Then you may pick up your building permit and pay the permit fees.

Determine the type of permit or approval review that applies.

The San Antonio Municipal Code establishes many categories of permits and approvals, including: building permits; moving and demolition permits, miscellaneous permits, occupancy permits, development permits, subdivision approvals and policy approvals. Before proceeding with a building permit application, you should determine if a development permit, subdivision approval or policy approval is required for your development. If applicable, these approvals are needed before a building permit may be issued.

- Building Permits require that final construction documents be reviewed before a permit can be issued. The review is ministerial and is approved by the Staff of the Development

Services Department if all code requirements are met. It is denied if code requirement are not met.

- Policy Approvals are requests to amend existing city policies such as changing a zoning designation of land or amending a community, neighborhood or perimeter plan. Policy Approvals require a public hearing.

No Plans Commercial Construction Permit

Several categories of minor commercial construction permits do not require plan review. However the applicant must identify the location of work to be performed with address or legal description. Categories of commercial permits not requiring plans include:

- Electrical replacement and repairs of less than 100 KVA (Kilo Volt Amp), single phase or 150 KVA, 3-phase.
- Electrical annual mechanical permit for mechanical work, or an annual permit may be obtained and required.
- A licensed plumber must perform plumbing replacement and repair of plumbing work.
- A licensed mechanical contractor must perform mechanical replacement and repairs of any heating, ventilating, cooling or refrigeration system.

All permit applications and other information can be obtained at the following locations:

One Stop

Municipal Plaza Building
114 W Commerce, 9th flr
M-F 7:45 am to 4:30 pm
207-5500 FAX 207-4252

Valley View Shopping Center

8523 Blanco Rd. (at West Ave.)
M-F 8:00 am to 6:00 pm
Sat 10:00 am to 6:00 pm
207-6150 FAX 349-9209

South Park Mall

(next to JC Penny's)
2310 SW Military Dr
M-Sat 10:00 am to 7:00 pm
207-6141 FAX 922-5568

McCreless Mall

(at Center Court)
4100 S New Braunfels
M-Sat 10:00 am to 7:00 pm
207-6570 FAX 532-8981

Las Palmas Shopping Center

803 Castroville (at Gen McMullen)
M-F 8:00 am to 6:00 pm
Sat 10:00 am to 6:00 pm
207-6545 FAX 436-7273

Commercial Building Permit Application and Plan Submittal

Commercial Construction Plan Submittal Check List

Following is a comprehensive Construction Plan Submittal Check list. The submittal package for a new commercial building permit shall contain documents, drawings or information as shown on this list:

- ☐ Index Sheet listing all documents included in the submittal package
- ☐ Legal Description
- ☐ A copy of the recorded plat attached to the building plans
- ☐ Application for Building Permit
- ☐ Occupancy Classification Letter, if required
- ☐ Fire Flow Test Report
- ☐ Tree Affidavit/Permit Application
- ☐ Three identical sets of the Landscape Plan with Landscape Architect's seal
- ☐ Three identical sets of the Irrigation Plan if required
- ☐ Two identical sets of construction documents containing at a minimum:
 - ☐ Site plan coincides with the platted lot (easements, boundaries, etc)
 - ☐ Include Fire hydrant locations, sidewalks, approaches, etc.
 - ☐ Tree Preservation Plan
 - ☐ Code Analysis Sheet
 - ☐ Foundation Plan
 - ☐ Floor Plan(s)
 - ☐ Wall Sections
 - ☐ Exterior Elevations indicating the finished floor elevation of the first floor and overall building height
 - ☐ Reflected Ceiling Plan (if applicable)
 - ☐ Plumbing Plan including:
 - ☐ Plumbing Riser Diagram
 - ☐ Mechanical Plan
 - ☐ Electrical Plan including:
 - ☐ Riser Diagram
 - ☐ Load Analysis
 - ☐ Texas Accessibility Standards AB number (TDLR #)

All drawings shall be sealed in accordance with the Architect and/or Engineer's Practice Act

Complete these items for staff to Issue the building permit

- ☐ Traffic Impact Analysis (TIA) Worksheet and TIA Study when required
- ☐ Certificate of Appropriateness from the Historic Preservation Office (if needed)
- ☐ Asbestos Survey (if disturbing existing walls)
- ☐ Aviation Department approval (if required)
- ☐ Drainage Review (Detention)
- ☐ Floodplain determination
- ☐ Edwards Aquifer Recharge Zone Development
- ☐ Approved Smoke Management and Life Safety Reports
- ☐ Drainage Study (detention)

Commercial Permits

The purpose of regulating building construction within the City Limits of San Antonio is to promote the public good by ensuring that new construction meets minimum acceptable standards. These codes deal with life, safety, health, welfare, sanitation, drainage, environmental issues and fire prevention. A building permit includes construction of sidewalks and driveways but *does not include any utility construction in the right-of-way*. A right-of-way excavation permit must be obtained. Other permits that might be needed:

- ☐ Sidewalk interruption permit
- ☐ Street interruption permit
- ☐ Traffic lane closure permit in conjunction with utility construction
- ☐ Right of way excavation permit for excavation, aerial work or manhole work
- ☐ Right of way use permit

Applicable Construction Codes

The City of San Antonio has adopted the Uniform Building Code, Fire Code, Mechanical Code, and the National Electric Code. The current Codes are 1997 editions with the exception of the 2000 Uniform Plumbing Code, the 1999 National Electric Code and the 2000 International Energy Conservation Code. All codes have local amendments available in the San Antonio City Clerk's Office. All codes are subject to amendment as deemed appropriate by the City Council of San Antonio. These "model" codes are developed by national organizations and updated on a regular basis, typically every three years.

Building construction provisions are the laws that provide for building safety and quality of life. The laws are based on sound engineering and construction principles. Construction provisions are not intended to restrict the use of new materials or construction systems, although they are generally proscriptive in nature. They are flexible in their applications and may incorporate performance-based criteria.

Commercial Building Permit

Two complete sets of proposed construction plans drawn to an appropriate scale should be submitted for a building permit. An application containing several informational items must be completed to assist the plan reviewer in determining the occupancy group and life safety requirements in order to ensure that minimum construction standards are being met. Plans shall be complete and legible and allowing the plan checker to review these drawings and specifications with as few questions as possible. Plans shall include all pertinent aspects of construction. If the building is required by code to be fire resistive, all aspects of such fire- recognized designed shall be detailed or noted with appropriate U.L. or recognized designed reference number.

The submittal of plans without all the necessary requirements occurs frequently. The majority of the time, the applicant requires that the review process begin while additional drawings are being completed. The time for plan review starts, though the review cannot be completed until the other drawings are submitted. This creates a delay not only for the project submitted, but also for those who submit complete plans, therefore incomplete submittals will not be accepted.

SUBMITTAL REQUIREMENTS

1. If an architect develops plans they must be sealed in accordance with the Architectural Practice Act. All plans with architect's title shall be sealed, including those prepared by engineers.

2. All commercial buildings which the area is 5,000 S.F. or greater floor area, or two-story or with a clear span of over 24' shall have plans sealed in accordance with the Engineering Practice Act. Some multi-family dwellings may NOT require engineering. Metal-framed structures require structural engineering.
 - a. Metal buildings require engineered framing plans along with the construction plans.
 - b. When a modular building is involved, conditional permits may be issued. The state issues certification numbers, which must be submitted along with construction plans.
3. Applicant should ensure that proper zoning and platting are accomplished or are in process before submission of plans. If in process, it should be so stated, included preliminary plat number or subdivision name.
4. Plans submitted with statements such as "not for construction," "preliminary," "for bid only," will not be accepted.
5. If land is located within or under the jurisdiction of a floodplain, Historic District, Federal Aviation Administration, Edwards Recharge Zone, Military Airport Overlay Zone, Texas Highway Department, etc., submit with application evidence of approval.
6. If the building project exceeds \$50,000, plans must be submitted for review by the Texas Department of Licensing and Regulation, Architectural Barriers Division and TDLR # obtained.

COMMERCIAL BUILDING PLAN REQUIREMENTS

The following requirements are minimum in nature and every plan is reviewed on an individual basis. AVOID DELAYS - ensure that the above requirements are met when plans are first presented.

Site Plan

1. Shall show the entire lot, not just as part of a lot or lease lines. Should the parcel be unusually large (25 acres), a location detail plan may be used.
2. All easements, right-of-ways, and existing structures shall be shown. If unusually large (see 1), show all structures within 100 feet.
3. Show existing and proposed sidewalks, approaches and curbs within right-of-way.
4. Show existing and proposed parking layout, including access aisles.
5. Show location of the building within the site.
6. Grade differentials should be shown on plans to determine if landings and steps are required, otherwise inspection denials will result and contractor's field alterations will be required.
7. Location of on-site utilities.

Demolition Plan

1. Show all walls to be removed for interior lease space.
2. Show location of building to be demolished.
3. Asbestos abatement plan?

Foundation Plan

1. Show layout of exterior/interior beams.
2. Show exterior/interior beam details.
3. Foundation should be done in accordance with City of San Antonio specifications or be engineered, per regulation of Texas Engineering Practice Act.
4. All foundations 5000 square feet or more are required to be engineered per the Texas Engineering Practice Act. See basic requirements.

Floor Plan

1. Plans for an addition to an existing building or lease space shall show the entire floor plan and use, as well as the addition, noting all rooms and their use, e.g., receptionist, lunch room, secretary, etc.
2. All drawings shall be drawn to an appropriate scale.
3. Plans should note the existing walls and construction to be demolished.
4. The square footage of addition, finish-out, remodel and new construction shall be listed on the plans to determine code compliance.

Exterior Elevations

Minimum of two elevations must be included indicating the finished floor elevation in feet above mean sea level and overall building height.

Typical Wall Section

Sufficient wall sections and other relevant details shall be presented clearly indicating the method of construction. The Building code requires fire resistive design to be clearly and completely presented.

Tree Preservation Plan

Special site plan showing locations of all protected trees 8" diameter or larger.

Landscape Plan

A special site plan showing proposed landscaping. This is for projects with more than 4,300 square feet of impervious surface.

Irrigation Plan

Where an irrigation system is required, the irrigation system must comply with the requirements of 30 TAC Chapter 344, Sections 344.72-344.77. State of Texas Licensed Irrigator seal with number clearly visible and a letter from the Licensed Irrigator stating that the plan conforms to the irrigation design and equipment standards set out in 35-510(j) and 35-511©(6) attached to the submittal.

Grading and Drainage Plan

Site plan showing existing and proposed grade elevations, proposed drainage structures, plans and profile sheets for drainage structures.

Traffic/Sidewalk Site Plan

Show and provide dimensions of all parking lots, spaces for handicapped, driveways, approaches, lanes, sidewalk location within site and adjacent right-of-way.

Fire Code Review Requirements

1. Fire hydrant location:
No more than 300 feet along a direct line; or 500 feet along the route of travel. This information is to be blue lined on the plans and not penciled or penned (red lined) on prints.
2. Water main plans:
 - a. Size of water main
 - b. Water flow. These items are also to be blue lined on the plan and not penciled in (red lined).
3. Use of building/lease space-see Building Requirements.
4. Fire Department access:

The applicant must supply detailed plans for ingress, egress and turnaround space when required by Uniform Fire Code. The requirements are based on building distance to street, size, use, etc.

5. Areas of Rescue Assistance.

Mechanical Requirements

1. Two complete sets of mechanical plans are required in new construction, interior completions and remodeling showing and identifying the work to be covered by the Mechanical permit.
2. Engineered mechanical plans are required with construction area exceeding single story or 5000 square feet as required by state Engineering Practice Act.

EXCEPTION: If HVAC exists and no modifications to the mechanical system are made, the general contractor must state so on both sets of plans submitted.

Electrical Requirements

1. New construction, interior completions, remodeling and repairs require electrical load information, and also an indication of size of feeders, switchgear and/or panel boards and conductors.
2. Engineered electrical plans are required when the construction area exceeds 5000 square feet as required by State Engineering Practice Act and single phase load over 100 KVA or three-phase over 150 KVA as required by city amendments.
3. Interior repairs require a drawing showing information on existing and proposed installation and load calculations.

Plumbing Requirements

1. New construction requires two complete sets of plumbing drawings indicating type of material, size of drain waste and vents, and gas and water piping. Drawings must show location of fixtures and appliance, as well as type and location of backflow preventing device for protection of internal potable water system when required by the Plumbing Code. For those establishments requiring interceptors, refer to Appendix H of the Uniform Plumbing Code for sizing requirements.
2. Engineered plumbing plans are required when construction exceeds 5000 square feet as required by State Engineering Practice Act.
3. Interior completion for remodeling requires plumbing fixtures to be shown on floor plans.

EXCEPTION: If plumbing exists and no modifications to the plumbing system are made, the general contractor must state so on both sets of plans.

Permits for mechanical, electrical and plumbing work will only be issued to licensed and bonded contractors.

Tree Affidavit/Permit

The form used for compliance is the Tree Affidavit/Permit application. When applying for a building permit, one affidavit along with three copies of the site plan and the tree preservation plan (tree inventory protection notes) are required. The applicant should choose one of four options as described in the Tree Preservation section of this manual.

Sign Permit

Most City of San Antonio sign regulations are located in Chapter 28 of the City Code. However, some references to specific items are located in Chapter 35 of the Unified Development Code (zoning issues) and Chapter 10 “Electricity” (Installation and Licensing Issues). In general, signage is classified as on-premise or off-premise advertising. On-premise signs, either electric or non-electric, advertise a service, product, or business that is located on the land where the sign is located. Off-premise signs (billboards) advertise a service, product, or business not available on the premise where the sign is located. Permits are issued to only those individuals who have a valid sign installation license with the Department of Development Services.

GENERAL REQUIREMENTS

Site plan review entails looking at the location for any possible conflicts with City Code. Article IX of Chapter 28 of the City Code adopted December 1994 set out specific regulations regarding height, size, and spacing of on-premise signs. This section uses the street classifications as the determining factor to establish the square footage and height requirements of on-premise signs. In general, all lots are entitled to at least one freestanding sign per 150 foot of frontage per platted lot. If additional signs are required, they must maintain at least 150' of spacing away from any other free standing signs on the same lot and may only be 75% of the allowable height and square footage for that street classification. Multi-tenant signs are defined as advertising three or more businesses, each with a separate certificate of occupancy, and they are entitled to higher height and square footage for their street classification. There are certain setback requirements from the property lines and easements based on the height of the signs. Wall signs are allowed and all signs attached or painted on any building shall not exceed 25% of the building façade as viewed from one direction. The Board of Adjustment hears any appeals to these regulations or provisions of this article.

BASIC REQUIREMENTS FOR SUBMITTAL OF SIGN PERMIT APPLICATIONS

Permits are not required for any non-electrical signs smaller than 15 sq. ft if attached to a building or fence. Signs larger than 15 sq. ft. do require permits. Any electric sign indoor or outdoor of a building, regardless of size requires permits. Any freestanding signs, electric or non-electric requires permits. City Code prohibits new billboard permits, except those that are relocated to another site and require a two-for-one removal. The sign contractor must submit two sets of plans drawn to scale for review. Included with the plans should be the sign face area, height, type of structure, and location. A review of the application should take on the average three days. Plan can be submitted at 114 W. Commerce, 11th floor.

OTHER PROVISIONS THAT MIGHT AFFECT THE SIGN PERMIT PROCESS

Zoning can affect the height and size requirements. In addition areas within Historic Districts, Urban Corridors, Scenic Corridors may have different requirements. Those properties with additional requirements will be forwarded for the appropriate Department to review and approved before proceeding with the application. Once the application has been reviewed and approved, the permit may be issued to the licensed contractor.

The above requirements are minimum and stated as an overview only. Any additional questions can be directed to the Senior Sign Inspector at 207-8289.

Building Permit Application Plan Review

Most plan reviews follow the standard plan review process. This standard process involves a review by each trade required to review the project. The following provides a description of the standard time that it takes to initially review a plan and the various plan review services available. However, this time frame may vary depending on the complexity of the project.

Preliminary Plan Review Service

- This service allows customers to meet with the plan examiner to discuss any issues that should impact their plan review.
- Prior to submission of construction plans, a customer may request city plan examiners to participate in a Preliminary Plan Review Session.
- A fee of \$75.00 per hour per plan examiner attending the meeting shall apply with a minimum of one-hour charge per examiner.
- The customer must request the plan examiner he/she would like to meet at this session, i.e. building, fire, plumbing, electrical, health, traffic, drainage, historic, mechanical, etc. Customer must contact Plans Coordinator to schedule appointments. The time and date must be given at the time of call. Also you will receive a confirmation letter regarding the scheduled appointment from the Building Inspection Department. Failure to meet scheduled appointment must require a minimum charge of \$100.00.

After Hours Plan Review Service

- This service allows all types of plans to be reviewed outside regular working hours.
- Fee of \$75.00 per hour, per plans examiner is charged for this service, with a minimum of one-hour charge.
- A request form must be completed authorizing charges for After Hours Plan Review service.

Plan Review By Appointment

- A Plan Review By Appointment is for construction projects that can normally be reviewed by all trades within 14 days. A description of the project must be provided in sufficient detail in order to be considered eligible for this service.
- Customers are to submit a letter requesting a plan review by appointment meeting.
- Based on availability of dates, an appointment will be set and plans must be submitted 14 days prior to the scheduled date. This time allows for the plan to be reviewed. The goal of the plan review by appointment process is to approve and issue a permit for construction. If a permit is not issued the customer should have a clear understanding of what is needed to gain approval.
- A fee of \$50.00 per plans examiner per hour will apply in addition to regular plan review and permit fees, with a minimum of one-hour charge per trade. The only trades that may charge for this service are building, electrical, plumbing, mechanical, fire, engineering and drainage.

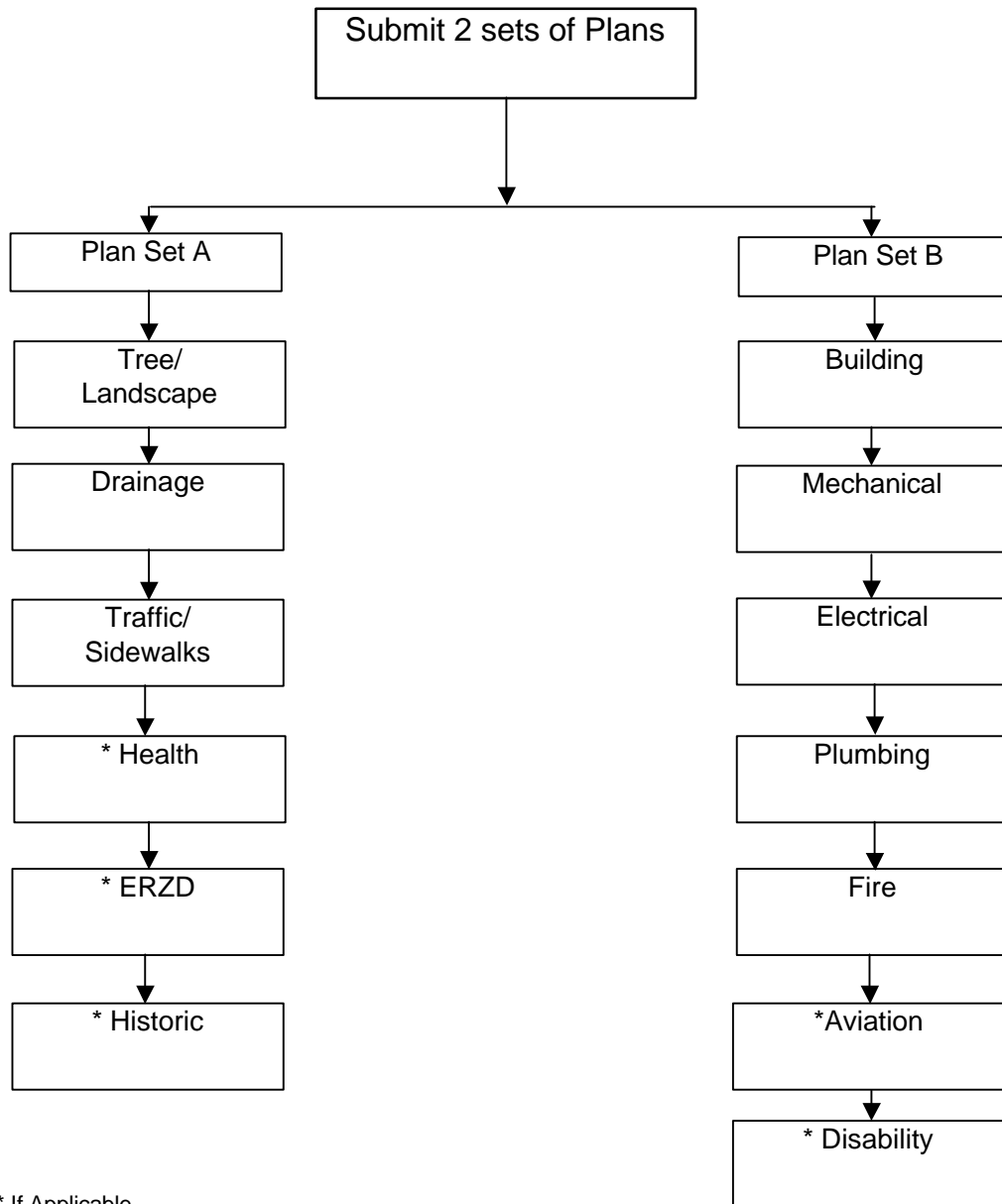
"Walk Thru" Plan Review Service

- "Walk Thru's" allow a customer to submit a plan up to 2500 sq. ft. and get a permit the same day.
- The types of construction projects eligible to process plans with this service are interior finish-out projects, i.e., office space, small retail, interior demos, etc.
- The department will assign a plan review number. The customer will meet plan examiner. Based on the plan examiners brief review of the project, a determination is made if the project qualifies to be a walk-thru. "Walk Thru" plan reviews are performed on Wednesdays from 8:00 am to 3:00 pm. If the project qualifies the review is performed and a permit issued. If it is not the plan is submitted for a standard plan review.

REVIEW STEPS OF PLAN SETS

NEW STRUCTURES ONLY

Commercial new structures are reviewed concurrently by the two plan groups listed below.



One Stop Plan Review Service

Minor plans may be reviewed and approved on the same day at the One Stop. The following types of improvements are eligible for One Stop Plan Review:

- Permit writers can approve residential Additions and accessory buildings of less than 1,000 sq. ft. at grade. Additions and accessory buildings over 1,000 sq. ft. may also be approved at the One Stop.
- Business Occupancy - Existing office interior work without change in occupancy may be approved at the One Stop with the following conditions:
 - Under 5,000 sq. ft.
 - No conference room over 375 sq. ft.
 - No classrooms or training rooms over 1,000 sq. ft.
 - Less than 30 occupants
 - No reduction of plumbing fixtures
 - This does not include mixed uses of greater than 10% or office/warehouse operations.
- Mercantile Occupancy - Existing retail space work without change in occupancy (must be under 49 occupants) under 1,500 sq. ft.
- Other Occupancy types - Occupants must be existing owners or tenants and work is for minor repairs such as, repairing walls, floors, ceilings, tiles and not increasing occupant load or change the use.

Plans Under Review

INQUIRE INTO STATUS

For information on the status of your plan review you may call 207-8248 or access our website at www.sanantonio.gov/bldginsp.

Whether calling or accessing you must know your plan number.

REQUESTING AN APPOINTMENT WITH THE PLAN EXAMINER

Plan Examiners are available by appointment ONLY, on a first come, first served basis. For appointments with a Plans Examiner, call 207-8248. Plan Review Managers and Development Services Manager are available for consultation and to schedule meetings with staff as may be necessary to discuss or resolve issues. Plan Review Managers may be reached at 207-8248. The Development Services Manager may be reached at 207-8201.

PLAN EXAMINER ACTIONS

Following are possible actions taken by a plan examiner:

- Approve – Upon approval of plans by all examiners, city will contact the customer and provide any additional plan review and permit fee amounts.
- Hold – When any of the plan examiners finds a discrepancy with plans.

SUBMITTAL OF REVISED PLANS

Once comments from all reviewers have been received, submit a comprehensive revision back to the Plan Review Manager. Include a cover letter indicating how each comment has been resolved and two sealed and signed copies of all reviewed drawings.

Approved Plans

Once a plan is approved, the applicant will be notified by telephone. The applicant must go by the 10th floor of the Municipal Plaza Building to get a set of the approved plans and permit. The permit can then be taken to the 9th floor for payment.

Construction Inspections

All work that requires a permit is subject to inspection by the official responsible for compliance. Buildings to be inspected must remain accessible for inspection purposes until it is approved.

Building Inspections

You may call for inspections at 207-8250. Building Code Field Inspectors will conduct an on-site visit to determine whether or not your construction project is in compliance with the uniform building code. If the field inspector could not inspect or approve, he will leave a red tag disapproval slip to identify the deficiencies. Once you have made the necessary corrections you may call for re-inspection. The Chief Building Inspector is located on the 11th floor 114 W. Commerce and may be reached at 207-8314.

TREE PRESERVATION

- An initial inspection occurs prior to any site work being initiated, including clearing and grading. Site plan with the tree preservation plan (tree inventory protection notes) is required for the inspector. A final inspection is required for the Certificate of Occupancy and can include both tree preservation and landscape.

FOUNDATION INSPECTION

- Is to be made after excavations for footing are complete and forms and reinforcing steel is in place. A letter from the structural engineer of record may be submitted in lieu of inspection.

FRAME INSPECTION

- Is to be made after the roof, all framing, fire blocking, and bracing are in place and all pipes, chimneys and vents are complete and the rough electrical, plumbing, heating and air conditioning are in place and approved.

INSULATION INSPECTION

- Is to be made after plumbing, electrical rough in and the framing inspections have been approved and an approved insulating material has been installed. A certification from the installer is acceptable in lieu of an inspection.

FINAL INSPECTION

- Is to be made after finish grading and the building is completed and ready for occupancy.

SPECIAL INSPECTIONS

- In addition to the inspections listed above, the owner or the engineer or architect of record acting as the owner agent shall employ one or more special inspectors who shall provide inspections during construction as per Chapter 17 of the Uniform Building Code (UBC).
- Inspection by Independent Contract Provider for Texas Accessibility Standards of the Texas Department of Licensing and Regulation Architectural Barriers Division.

Electrical Inspections

- Site work inspections are performed before any ditches are covered containing electrical conduits or junction boxes. These conduits would typically be feeding the building (service conductors or feeders), parking lot lighting, or miscellaneous outside branch circuits.
- Slab inspections are performed prior to placement of concrete to inspect any conduits or boxes placed in the slab.
- Wall rough-in inspections are performed to inspect conduits, boxes, electric panels, etc. prior to any wall covering such as sheet rock, plaster, acoustic, etc.
- Ceiling inspections are performed to inspect conduits, boxes, electric panels, etc. prior to any ceiling covering such as sheet rock, plaster, acoustic, etc.
- Final inspections are performed to inspect the final installations of receptacles, lighting, emergency systems, electric panels etc.

Mechanical Inspections

- Rough-In inspections are performed to inspect mechanical equipment, duct system, venting system, and combustion air opening drain lines and refrigerant lines, etc. prior to any ceiling coverings such as sheet rock or acoustic material.
- Final Inspections are performed to inspect the final installation of mechanical equipment, check electrical disconnects, light, proper conduit, control wiring, gas connections and proper access requirements, etc.

Plumbing Inspections

- Site work inspections are performed before any ditches containing plumbing, gas, sewer, or water lines are covered.
- Slab inspections are performed prior to placement of steel, base or concrete to inspect any plumbing lines placed in the slab.
- Top out inspections are performed to inspect drains, vents gas lines and water lines, etc. prior to any wall covering such as sheet rock, plaster, paneling, etc.
- Final inspections are performed to inspect the final installation of gas lines, fixtures and equipment for proper connections and use.

Public Works Inspections

TRAFFIC

- Architects and engineers should have knowledge of the Unified Development Code.
- Contractor must read the back of plans for Traffic/Sidewalk/Drainage requirements.
- All striping/H/C parking and signs must be completed. H/C ramps must ramp into sidewalk, not into parking area.
- Any drains in City ROW or easements must meet City specifications and be inspected by Public Works Inspectors.

- Parking lot cannot drain over sidewalks; it must have sidewalk box drain.
- All site work must be completed.
- Keep approved City plans available when calling for final traffic inspection. Call 207-2800 for inspections. When calling for inspection, please indicate building permit number and address.
- A registered and bonded contractor must obtain a permit.

DRAINAGE

- A registered and bonded contractor must obtain a permit.
- The project engineer shall submit a letter of certification affirming that the detention pond was built according to the approved set of plans.
- A Public Works inspection is required when tying into the storm sewer system.

SIDEWALKS/APPROACHES

- Commercial – must have City approved plans on site.
- Permits must be posted on site when requesting inspections.

Inspections will be made within 24 hours of call-in time. Do not pour without inspection. If 24 hours elapses, call 207-2800 immediately.

For lane closures, call Traffic Coordinators:

North of Commerce Street – Ray Macias – office 207-7760; mobile 422-6505

South of Commerce Street – Alfredo Morales – office 207-7763; mobile 219-6954; pager 603-8481

Right of Way Permit (formerly Street Cut Permit)

As part of the building permit process, a right of way permit is required when using, trenching, boring or performing any other type disturbance on a city street, including above ground aerial work and manhole work.

San Antonio Water Systems Inspections

WATER & SEWER

- This is only for water and sewer in the right-of-way.
- Inspections must be called in to the office at 704-7113. Leave phone number of contact person.

Landscaping (Final Inspection Only)

For a final landscape inspection, an approved landscape plan that meets mandatory requirements must be available to the inspector. Final inspection is required for the Certificate of Occupancy and can include both tree preservation and landscape.

Fire Department Inspections

1. Once the job is complete the contractor or sub-contractor must call the Fire Department to schedule an inspection. Inspections such as Final Shell inspections are usually done the next day if called in before noon.
2. If a fire alarm system needs to be inspected and tested, a letter of completion must be presented to the fire inspector upon his arrival at the site. The letter of completion certifies that the company has installed all devices required by the fire code and that all devices are working properly. Appointments are scheduled 5 days in advance.

3. If a sprinkler system needs to be inspected, the contractor must run a two-hour hydrostatic test and check for leaks prior to the arrival of fire inspector. Appointments are scheduled 5 days in advance.
4. If a hydrant or underground fire line needs to be inspected the sub-contractor must call for a visual inspection of the fire line prior to burying the line. When the hydrant has been completely installed then a hydrostatic test is required. Appointments are scheduled 5 days in advance.
5. All fire inspections are scheduled on a first come-first served basis. Call the main office at (210) 207-8410 and ask for the scheduler.
6. Prior to any inspection by the Fire Prevention Bureau, a set of approved plans signed by the Fire Protection Engineer must be on site. A set of the comment sheets that were attached to plans must accompany these plans.
7. The Final Shell inspections will only be performed when all other Fire Prevention Inspections are complete and approved.
8. Upon completion of the inspection or test, an inspection form will be issued to the contractor showing whether it passed or failed. Information on the inspection form will then be entered into the City's computer system to clear the site for approval and a Certificate of Occupancy.

Health Department Inspections

If you have applied for a Certificate of Occupancy for a food establishment, you need to contact Health Inspections directly at 207-8853. A health inspector will conduct the inspection using a standard Health Department checklist. The checklist will identify deficiencies that need to be corrected. If the inspector disapproves the inspection, you must correct the deficiencies before obtaining approval. Once you have made the necessary corrections, you may call for re-inspection. A Health Department Inspector must inspect and approve the premises prior to issuance of a food license. *Your C of O will not be issued until the Health Department has cleared your establishment.*

A proposed food establishment must meet all State Health Codes and Laws, including having approved water and sewerage facilities. The establishment must also meet requirements of the Fire Marshall's office. Documentation of these items is required prior to approval of any new establishment for operation, a change of ownership of an existing establishment, beer license approval or when it is determined that your current on-site sewer or water system is not an approved facility or has malfunctioned.

A valid Certificate of Occupancy must be presented at the time the food license is to be purchased or the license cannot be issued.

Alcohol Sales TABC Inspection

Alcohol sales inspections are not all-inclusive and can be more detailed and in-depth depending on size, type and use of building.

An applicant for a permit for a location not previously licensed for the on-premises consumption of alcoholic beverages must prominently post an outdoor sign at the location within 60 days of the date the application is filed stating that alcoholic beverages are intended to be served on the premises, the type of permit, and the name and business address of the applicant.

